

**Newport & Bristol County Convention & Visitors Bureau**

**DBA Discover Newport**

**Board of Directors Meeting**

**12pm – Tuesday November 20, 2012**

**Held at:**

**Rhode Island Turnpike & Bridge Authority**

**Conference Room**

**1 East Shore Road**

**Jamestown, RI 02835**

**MEETING MINUTES:**

**The meeting was called to order at 12:07pm by Chairman Len Panaggio.**

**BOARD MEMBERS IN ATTENDANCE WERE:**

**Len Panaggio, Stephen Coyne, Karen Oakley, Barbara Pelletier, Susan Samson, Rick Peckham, Stephan Brigidi, Laurie Stroll, Jeff McDonough, Jon Cohen, Greg Fater, Pieter Roos and Duncan Maio, Marlen Scalzi**

**BOARD MEMBERS ABSENT & EXCUSED WERE: Ed Silveira, Katie Wilkinson, Nancy Blount, Rocky Kempenaar**

**NOTE: One board seat is open at this time.**

**BOARD MEMBERS ABSENT & NOT EXCUSED WERE: None**

**STAFF PRESENT WERE: Evan Smith, Kathryn Farrington, Cathy Morrison, Tim Walsh & Ellen Crawley**

**GUESTS PRESENT WERE: Terry Horsley, representing The Newport Record, filmed the meeting**

**Len Panaggio introduced David Darlington, Chairman of the Board & Buddy Croft, Executive Director, both with the Rhode Island Turnpike & Bridge Authority. David Darlington gave opening remarks and an overview of their operations. He also presented a statistical review of the current profile of the Pell Bridge users. The Sakonnet River Bridge is in its final phase of its impact study. Once the study is completed, final planning for potential tolling will take place. Mr. Darlington fielded questions from the board.**

**I. PREVIOUS MEETING MINUTES:**

**The previous meeting minutes for September 18th, 2012 were reviewed. A motion to accept the minutes was made by Greg Fater and seconded by Karen Oakley. The motion passed unanimously. The previous minutes for October 16th, 2012 were reviewed. A motion to accept the minutes was made by Greg Fater and seconded by Karen Oakley. The motion passed unanimously.**

**II. TREASURER'S REPORT:**

**The financial report for October, 2012 was read by Treasurer, Stephen**

**Coyne. City Bed Tax for August, 2012 was up 11.64%, YTD. Regional Bed Tax was up 6.91%, YTD. Bristol Bed Tax was down 6.76%, for a combined YTD Bed Tax, through August, 2012 of +10.09%. He reviewed the revenues and expenses for the month of October, 2012. Stephan Brigidi recommended a review of the current payroll company, Paychex and consider hiring a smaller company.**

**A motion to accept the Treasurer's report for October 2012 and the Finance Committee Report was made by Stephen Coyne and seconded by Greg Fater. The motion passed unanimously.**

### **III. PRESIDENTS REPORT:**

**Evan Smith reported on the following:**

- Discover Newport will be implementing new staff email addresses.**
- He invited the board members to the Stars of the Industry - November 28th at the Convention Center, Providence.**
- There will be a Jet Blue press conference – November 29th at Green Airport.**

### **IV. STAFF REPORTS:**

#### **A. SALES:**

**Tim Walsh, Vice President of Sales, updated the Board on the status and upcoming activities of the Sales Department.**

## **B. MARKETING:**

**Kathryn Farrington, Vice President of Marketing, updated the Board on the current status of the Marketing Department.**

## **C. OPERATIONS:**

**Cathy Morrison, Vice President of Operations, updated the Board on the status and upcoming activities of the Information Center.**

## **V. NEW BUSINESS:**

**Len Panaggio commented on the damage to Cliff Walk & Sachuest Point due to the recent hurricane. Discussion followed.**

**Stephan Brigidi informed the board of the upcoming holiday events in Bristol.**

## **VI. ADJOURNMENT:**

**A motion to adjourn was made by Jon Cohen and seconded by Len Panaggio. The motion passed unanimously. The meeting adjourned at 1:40pm**

**The next Board Meeting will be held**

**Tuesday, January 15th, 2013**

**At the Gateway Visitors Center**